



2016–17 Federal Program Monitoring (FPM) Training Workshop

Compensatory Education (CE)
Improvement and Accountability Division

Title I Monitoring and Support Office

August 3–4, 2016, Hilda Solis High
August 10–11, 2016, Hiram Johnson High

CALIFORNIA DEPARTMENT OF EDUCATION

Tom Torlakson, State Superintendent of Public Instruction



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Presentation Outcomes

Knowledge and Understanding:

- Meeting CE Item Requirements
 - Frequently Non-Compliant Items
 - Overview of CE Instrument by Dimensions and Topics
- Preparing for a Successful FPM CE Review



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CE FPM Resources

- CE Instrument located on the California Department of Education (CDE) Compliance Monitoring Web page at <http://www.cde.ca.gov/ta/cr/>
- CE Instrument Table: 2015–16 to 2016–17
- Every Student Succeeds Act (ESSA) information located on the CDE Web page at <http://www.cde.ca.gov/re/es/>



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2016–17 FPM Process

- Part One: Review of Documentation via California Department of Education Monitoring Tool (CMT)
 - All FPM CE Reviews
- Part Two: Classroom Observation of Program Implementation
 - CE On-Site Reviews only
- Part Three: Interviews with Teachers, Staff, Administrators, and Parents
 - CE On-Site Reviews only



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Frequently Non-Compliant CE Items 2015–16

Based on 117 FPM Reviews

- CE 01 Local Educational Agency (LEA) Parent Involvement Policy (9.4%)**
- CE 02 School Parental Involvement Policy (17.1%)**
- CE 04 Monitoring the LEA Plan (8.6%)**
- CE 07 School Site Council (SSC) (23.1%)**
- CE 08 SSC Approves Single Plan for Student Achievement (SPSA) (35.0%)**



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Frequently Non-Compliant CE Items 2015–16 (Cont.)

Based on 117 FPM Reviews

- CE 10 Program Improvement (PI) School
 Corrective Actions and Restructuring (9.4%)
- CE 12 LEA Disburses Funds Consistent with
 Consolidated Application and Reporting
 System (CARS) (25.6%)
- CE 13 LEA Equipment Inventory (12.0%)
- CE 18 LEA Evaluates Effectiveness of Programs
 (25.6%)
- CE 19 SSC Annually Evaluates SPSA Services
 (29.9%)



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CE 01

LEA Parent Involvement Policy

The local governing board shall adopt and implement a policy on parent involvement.

- The LEA receiving Title I, Part A funding shall develop jointly with parents who agree on it, and distribute to parents of participating children, a written parent involvement policy describing how the LEA addresses CE 1.1 elements (a) through (f)
- The LEA policy on parent involvement for all schools (Title I and non-Title I) in the LEA shall be consistent with the following goals and purposes described in CE 1.2 elements (a) through (d)



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CE 01

LEA Parent Involvement Policy (Cont.)

- LEA receiving more than \$500,000 in Title I, Part A funds shall reserve not less than 1 percent of its allocation to carry out its parental involvement policies, including promoting family literacy and parenting skills. At least 95 percent of this reservation must be distributed to the LEA's Title I schools.
- Parents of Title I students shall be involved in the decisions regarding how the LEA's reservation for parental involvement is allotted for parental involvement activities.



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CE 01

Actual Finding

“None of the district’s parental involvement board policies (BP 6020 and 6171 and AR 6020) clearly address the required Title I, Part A elements listed in CE 1.1 or the elements for all schools, including non-Title I schools, listed in CE 1.2. In addition, the district did not provide evidence of how it evaluates its parent involvement policy and activities with the input of parents.”



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CE 01

Actual Resolution

“The district must upload a local board policy and administrative regulations that clearly address the required Title I, Part A elements listed in CE 1.1 and the elements for all schools, including non-Title I schools, listed in CE 1.2. In addition, the district must upload evidence of how it evaluates its parent involvement policy and activities with the input of parents.”



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CE 02

School Parental Involvement Policy

With approval from the local governing board, each Title I school shall jointly develop with, and distribute to, parents of Title I students a written Parental Involvement Policy, agreed upon by such parents and updated periodically to meet the changing needs of parents and the school.



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CE 02

School Parent Compact

School-Parent Compact samples are located on the CDE Parent/Family Web page at <http://www.cde.ca.gov/ls/pf/pf/>.



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CE 02

Actual Finding

“School-level parental involvement policies, for all sites reviewed, are missing elements CE 2.2 (c) and 2.4 (d) and (f).

The school-parent compact (CE 2.3) is missing meeting minutes demonstrating how the compact was jointly developed and evidence of distribution to parents of Title I, Part A students.”



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CE 02

Actual Resolution

“To resolve this finding, the LEA must submit evidence demonstrating that school-level parental involvement policies include all required elements and that the school-parent compacts have been jointly developed with and distributed to parents.”



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CE 04

Monitoring the LEA Plan

LEAs operating Title I programs shall implement, monitor, and review the effectiveness of efforts described in the approved LEA Plan to help low-achieving students meet challenging academic standards.

LEAs shall periodically review and revise the LEA Plan, which shall remain in effect for the duration of the LEA's participation in Title I, Part A.



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CE 04

Actual Finding

“The LEA Plan uploaded to this item does not adequately describe Title I-funded efforts to help low-achieving children meet state standards because the Title I Mandatory Descriptions section was not completed and the Goal 1 section where Title I services are usually described was only completed for 3 of the 10 Specific Actions for Planned Improvement in Student Performance in Reading and none of the 10 Specific Actions for Planned Improvement in Student Performance in Mathematics. Other documents uploaded to this item do not sufficiently address the need to implement, monitor, and review the effectiveness of Title I-funded actions in the LEA Plan.”



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CE 04

Actual Resolution

“The district must upload a completed LEA Plan that sufficiently describes the Title I-funded actions of the district and its Title I schools to help low-achieving children meet challenging state standards and describe the actions it will take to ensure implementation, monitoring, and review of these actions as described in the LEA Plan.”



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CE 07

School Site Council (SSC)

Composition

The SSC is composed of the principal and members selected by peers from the following constituency groups:

- Classroom teachers
- Other school personnel
- Parents and community members
- Students (secondary schools)



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CE 07

SSC Composition Options for Elementary Schools

Principal	1	1	1
Classroom teachers	3	4	4
Other staff	1	1	2
Parents/community members	5	6	7
Total members	10	12	14



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CE 07

SSC Composition Options for Secondary Schools

School	Principal	1	1	1
	Classroom teachers	4	5	6
	Other staff	1	2	3
Community	Parents/community members	3	4	5
	Students	3	4	5
	Total	12	16	20



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SSC State Board of Education (SBE) Waiver

- California *Education Code* (EC) Section 52863 allows the SBE to waive the SSC requirements to allow one shared SSC for multiple schools
- The Waiver Process for the California SBE is located on the CDE Waiver Web page at <http://www.cde.ca.gov/re/lr/wr/index.asp>



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CE 07

Actual Finding

“The school has not documented how peer selection requirements for teachers, other staff, parents, and students who are members of the SSC are met.”



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CE 07

Actual Resolution

“To resolve this item, the school must submit evidence to show how teachers were selected by teachers, other personnel were selected by other personnel, parents or community members were selected by parents, and students were selected by students.”



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CE 08

Single Plan for Student Achievement (SPSA)

The SSC annually develops, reviews, updates, and approves the SPSA, including proposed expenditures. The SPSA contains elements (a) through (d):

- a) An analysis of academic performance data to determine students' needs
- b) School goals to meet the identified academic needs of students
- c) Allowable educational activities that are reasonable and necessary to reach school goals



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CE 08

SPSA (Cont.)

The SPSA must contain:

- d) The means of annually evaluating the progress of programs toward accomplishing the goals, including determining whether the needs of all children have been met by the strategies used, particularly the needs of low-achieving students and those at risk of not meeting state academic content standards



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CE 08 SPSA (Cont.)

Other Requirements

- Local board approval of SPSA (CE 8.1)
- Consistent with LEA Plan goals (CE 8.2)
- Parent involvement in SPSA (CE 8.3)
- All Title I school requirements (CE 8.4–8.10)
- Targeted Assistance School (TAS) (CE 8.11)
- Schoolwide Programs (SWP) (CE 8.12–8.15)



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CE 08

Plans, CARS, and SSC





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CE 08

Actual Finding

“During the review of the SPSA for the school, evidence was not provided to show how the SSC developed and updated the SPSA, nor were elements CE 8.0 (a), CE 8.0 (c), CE 8.0 (d), CE 8.1, CE 8.2, CE 8.3, CE 8.9, CE 8.10, or CE 8.12 included in the SPSA.”



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CE 08

Actual Resolution

“To resolve this item, the district must submit 2015–16 SPSAs for the school, including evidence to show how the SSC developed, reviewed, updated, and approved the SPSAs. The plans must include all applicable elements CE 8.0 through CE 8.15.”



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CE 10

PI School Corrective Actions and Restructuring

- For schools in PI Years 3–5, the LEA must implement one of the corrective actions in PI Year 3
- Plan for alternative governance/restructuring in PI Year 4
- Implement the alternative governance/restructuring plan in PI Year 5 (and beyond)



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CE 10.1

PI School Corrective Actions and Restructuring (Cont.)

Corrective actions for PI Year 3:

- Replace school staff relevant to failure to make progress
- Institute and fully implement a new curriculum, including appropriate Professional Development (PD)
- Significantly reduce management authority at the school level
- Appoint an outside expert to advise the school
- Extend the school year or school day
- Restructure the internal organizational structure of the school



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CE 10.2

PI School Corrective Actions and Restructuring (Cont.)

Alternative governance/restructuring of PI
Year 4 and 5 schools:

- Reopen the school as a charter school
- Replace all or most of staff relevant to failure to make progress
- Contract with an outside entity to manage the school
- Identify or major restructuring of the school's governance arrangement that makes fundamental reforms



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CE 10.3–10.4

PI School Corrective Actions and Restructuring (Cont.)

- For schools in PI Year 4 and Year 5, the LEA shall provide prompt notice to teachers and parents (CE 10.3)
- For schools in PI Year 4 and Year 5, the LEA shall provide teachers and parents with the opportunity to comment before it takes action on alternative governance and participates in the development of any alternative governance plan (CE 10.4)



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CE 10

Actual Finding

“During the review of the Year 4 Alternative Governance Plan at the school, evidence was not provided to show how teachers and parents were provided an opportunity to participate in the development of an alternative governance plan and comment before the board takes action on alternative governance.”



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CE 10

Actual Resolution

“To resolve this item, the district must submit evidence to show how the parents and teachers at the school were provided with an opportunity to participate in the development of an alternative governance plan and comment prior to the board taking action on alternative governance.”



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CE 12

Disbursement of Funds Consistent with CARS

The LEA disburses Title I, Part A and Economic Impact Aid/State Compensatory Education (EIA/SCE) funds in accordance with the approved CARS.



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CE 12.1

Direct Services

For programs funded by Title I, Part A, the LEA uses no less than 85 percent of those funds at school sites for direct services to students. These funds include:

- Title I, Part A Required Reservations
- Title I, Part A Allowed Reservations
- Title I, Part A and EIA/SCE School Allocations



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CE 12.2

LEA Reservations

The LEA expends Title I, Part A funds reserved in CARS for the stated and approved purpose of the reservation. This includes:

- Administrative reservation (part of 15 percent for indirect services)
- All Required Reservations
- All Allowed Reservations



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CE 12.2 (Cont.)

Reservations and Centralized Services

It is important to make clear the distinction between LEA assistance provided to Title I schools through allowed reservations and through centralized services.Á

- Required and allowed reservations are made by the LEA in CARS (document direct services to schools)Á
- Centralized Services are paid from a school's Title I, Part A allocation, and must first be approved by the SSC and documented in the SPSA



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CE 12.3

Comparability of Services

The LEA has written assurances showing comparability of services across district schools that address:

- LEA salary schedule
- Equivalence among schools in teachers, administrators, and other staff
- Equivalence among curriculum materials and instructional supplies



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CE 12.4

Comparability Data

The LEA has conducted calculations to demonstrate compliance and maintains data to support:

- Allowable exclusions of funds and/or staff from the calculations
- Schools skipped for funding and locally funded charter schools have been included
- Data for staff and students were collected on the same date



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CE 12.5

Supplement Not Supplant

The LEA must allocate Title I, Part A funds to eligible sites only to supplement, and not supplant, state and local funds.

This sub-item pertains only to school allocations.



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CE 12.5

Supplement Not Supplant (Cont.)

The Title I, Part A allocation to a Title I school should not result in less funding to the school from state and local sources, which should be **comparable** to funding for other Title I schools and non-Title I schools on a per pupil basis.



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CE 12.6

Time Accounting for Charges to Title I, Part A

The LEA must properly charge and document allowable salaries and wages that are reasonable and necessary in accordance with applicable Title I, Part A program requirements.

Charges to Title I, Part A for salaries and wages must meet the new *Standards for Documentation of Personnel Expenses* (2 Code of Federal Regulations (CFR) 200.430 [i]).



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CE 12.6

LEA Time Accounting Records

All Title I, Part A charges to salaries and wages must be based on records that accurately reflect the work performed. Specifically, these records must:

- Be supported by a system of internal control which assures that charges are accurate, allowable, and properly allocated
- Be incorporated into the official records of the LEA



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CE 12.6

LEA Time Accounting Records (Cont.)

- Reasonably reflect the total activity for which the employee is compensated
- Encompass both Title I, Part A and all other activities compensated by the LEA
- Comply with established accounting policies and practices (California School Accounting Manual)
- Support the distribution of the employee's salary or wages among specific activities or cost objectives, including those charged to other federal and non-federal funds



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CE 12.6

LEA Nonexempt Employees

Charges to Title I, Part A for the salaries and wages of nonexempt employees (paid on an hourly basis) must also be supported by records indicating the total number of hours worked each day.



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CE 12.6

LEA Substitute Systems or Processes

LEAs may continue to use one of the two previously approved time-accounting systems in place of or in addition to the new standards.

- Sampling of Personnel Activity Reports (PAR) for all multi-funded employees
- Periodic certification of multi-funded employees on fixed work schedules



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CE 12.6

LEA Substitute Systems or Processes (Cont.)

- Authorization may be noted on the CARS Application for Funding (a check box is located on the last page) if the LEA elects to use a substitute system
- Please feel free to contact the CDE School Fiscal Services Division, Financial Accountability and Information Services Office at 916–322–1770, or by e-mail at sacsinfo@cde.ca.gov for further information



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CE 12

Other Title I, Part A Fiscal Requirements

- Allowable Uses of Title I Funds
- Maintenance of Effort (MOE)
- Title I, Part A Carryover



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CE 12

Allowable Uses of Title I, Part A Funds

- Must support the **educational program** and not operational expenses (e.g., building maintenance, landscaping, custodial services, etc.)
- Must be **reasonable and necessary** to address the identified needs of students
- Should be used for **research-based actions and strategies** that are evaluated annually for their impact on student academic achievement



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Allowable Uses of Title I, Part A Funds (Cont.)

- Allowable uses of Title I, Part A and other federal awards are addressed in 2 *CFR* *Part 200* and *Part 225*



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Maintenance of Effort (MOE)

- Maintain core programs from one year to the next with state/local funds
- At least 90 percent of the funds from the previous school year
- If MOE not met, the allocation is reduced by the difference between 90 percent of the previous year and the percentage by which funding has fallen below 90 percent
- A waiver may be requested for extenuating circumstances



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Title I, Part A Carryover

- Title I, Part A funds must be spent within 27 months
- Carryover of unspent funds limited to 15 percent of previous year's allocation
- Waiver requests once every three fiscal years
- Waiver request includes a plan on how funds will be spent to avoid repayment



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CE 12

Actual Finding

“The reservations in the 2015–16 CARS for Parent Involvement, Choice, PI LEA Professional Development (PD), Summer School, Administration, and PD (\$91,000 allowable) were not supported with budget documents to prove these reservations are being spent on the stated and approved purpose.”



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CE 12

Actual Resolution

“To resolve this item, the school district must submit evidence to include position descriptions, 2015–16 budget documents (including required and allowable reservations), and 2015–16 SPSAs to show the above reservations and disbursement of Title I, Part A school allocations has occurred in accordance with the approved CARS.”



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CE 13

LEA Equipment Inventory

The LEA spending Title I, Part A funding on equipment must maintain a historical inventory record for each piece of equipment with an acquisition cost of \$500 or more per unit.



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CE 13

LEA Equipment Inventory (Cont.)

The record describes the acquisition by:

- (a) Type/description
- (b) Model/name
- (c) Serial number
- (d) Funding source
- (e) Acquisition date
- (f) Cost
- (g) Location



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CE 13

LEA Equipment Inventory (Cont.)

- (h) Current condition
- (i) Transfer, replacement, or disposition of obsolete or unusable equipment

The school district has conducted a physical check of the inventory of equipment within the past two years and has reconciled the result with inventory records.



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CE 13

Actual Finding

“Although the district provided a historical inventory of equipment purchased with Title I and other categorical funds, it did not include (h) “Current condition” and (i) “Transfer, replacement, or disposition of obsolete or unusable equipment” in the inventory records. The district also did not provide evidence of a physical check of the inventory of equipment within the past two years and reconcile the results with its equipment inventory.”



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CE 13

Actual Resolution

“The district must conduct a physical check of its inventory of equipment or provide documentation that it has conducted one in the last two years, and it must reconcile the results with the historical equipment inventory, including information for (h) and (i) in each record. When the physical check has been conducted and/or documented and the equipment inventory has been updated and revised to include elements (h) and (i) in each record, the district must upload physical check documentation and the revised equipment inventory.”



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CE 18

LEA Evaluates Effectiveness of Programs

The LEA annually evaluates the effectiveness of the activities funded by Title I programs using academic assessment criteria developed by the local governing board as described in the LEA Plan, including the results from state assessments and other available measures to determine schools are making progress.

The LEA must:

- Publicize and disseminate the results of the local annual review to parents, teachers, principals, and the community



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CE 18

LEA Evaluates Effectiveness of Programs (Cont.)

The LEA must (cont.):

- Review the effectiveness of actions included in the LEA Plan and the SPSA and use the evaluation to improve educational programs
- Assist schools in developing and implementing school plans and identifying high-quality and effective curricula to meet state academic standards
- Annually evaluate the effectiveness of actions and activities conducted by schools in PI
- Annually assess services to Title I, Part A students in private schools and discuss how assessments will be used to improve those services



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CE 18

Actual Finding

“A review of documentation and interviews revealed that the LEA did not provide evidence of annually evaluating the effectiveness of actions and activities funded with Title I, Part A using academic criteria developed by the local governing board as described in the LEA plan to determine whether schools are making progress.”



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CE 18

Actual Resolution

“The LEA must upload documentation (i.e., 2015–16 LEA Title I Program Evaluation) that reflects an annual evaluation of the effectiveness of actions and activities conducted by schools.”



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CE 19

SPSA Evaluation

The SSC annually evaluates and determines if the needs of all children have been met by the strategies described in the SPSA, particularly the academic achievement needs of low-achieving students and those at risk of not meeting state academic achievement standards.



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CE 19

SPSA Evaluation (Cont.)

- In Title I TAS, the SSC shall review, on an ongoing basis, the progress of participating students and revise the targeted assistance program, if necessary, to provide adequate assistance to enable them to meet the state's student academic standards
- In Title I SWP schools, the SPSA describes how the school will implement all components of the SWP
- In all Title I schools, the SPSA goals shall be based on an analysis of verifiable data



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CE 19

Actual Finding

“Documents and interviews do not indicate that the SSC annually evaluated and determined whether the needs of all children have been met by the strategies described in the SPSA, particularly the academic achievement needs of low-achieving students and those at risk of not meeting state academic achievement standards.”



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CE 19

Actual Resolution

“The LEA must submit evidence that the school has developed a process to meet evaluation requirements. The evaluation plan must indicate how the SSC will use results to improve and modify program services funded with Title I to ensure identified students meet state academic standards.”



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Compensatory Education

Frequently Non-Compliant Items

Questions?



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CE Training, Part 2

- Group Activity
- Overview of CE Instrument by Dimensions and Topics
- CE Instrument Items and Evidence Requests
- Preparing for an FPM CE Review



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Group Activity

- Problem-Solving Scenario (handout)
- Work with partners at your table
- Debrief – Lessons learned



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CE Items by Dimension and Topic

I. Involvement

- Parent Involvement (CE 01*, 02*)
- Private Schools (CE 03)

* Indicates frequently non-compliant item in 2015–16



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CE Items by Dimension and Topic (Cont.)

II. Governance and Administration

- Local Educational Agency (LEA) Plan (CE 04*, 05)
- Technical Assistance (TA) to Program Improvement (PI) Schools (CE 06)
- School Site Council (SSC) (CE 07*)
- Single Plan for Student Achievement (SPSA) (CE 08*)
- Parent Notices (Primary Languages) (CE 09)
- PI Requirements (CE 10)
- Title I funds for Supplemental Language Instruction for English Learners (EL) (CE 11)



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CE Items by Dimension and Topic (Cont.)

III. Funding

- Disbursement of Title I, Part A Funds Consistent with Consolidated Application and Reporting System (CARS) Reservations and School Allocations (CE 12*, 12.1, and 12.2)
- Comparability of Services (CE 12.3 and 12.4)
- Supplement Not Supplant (CE 12.5)
- Time Accounting (CE 12.6)
- Equipment Inventory (CE 13*)



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CE Items by Dimension and Topic (Cont.)

III. Funding (Cont.)

- PI LEA Professional Development (PD) (CE 14)
- Alternate Supports and Choice (CARS reservation, not a reviewed CE item)
- Private Schools: LEA Control of Funds (CE 15)
- Early Childhood Development (Preschool) (CE 16)



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CE Items by Dimension and Topic (Cont.)

IV. Standards, Assessment, and Accountability

- School Accountability Report Card (SARC) (CE 17)
- LEA Program Evaluation (CE 18*)
- SPSA Evaluation (CE 19*)



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CE Items by Dimension and Topic (Cont.)

V. Staffing and Professional Development

- Teacher Requirements (CE 20)
- Qualifications of Paraprofessionals (CE 21)
- School Resources for PD (CE 22)
- Staff Duties in Targeted Assistance Schools (TAS) (CE 23)



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CE Items by Dimension and Topic (Cont.)

VI. Opportunity and Equal Educational Access

- Objective Criteria for Identifying
Students (CE 24)



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Parent Involvement

- LEA Parent Involvement Policy (CE 01)
- School Parental Involvement Policy (CE 02*)

Evidence Requests:

Annual distribution/evaluation of District-level Parent Involvement Policy

LEA parent involvement administrative regulations

LEA Parent Involvement Policy

Parent committee meeting agendas, minutes, and sign-in sheets

Annual distribution of School-level Parental Involvement Policy

Records of activities for building capacity for parental involvement

School-parent compact

SSC meeting minutes concerning school Parental Involvement Policy



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Private Schools

Private School Consultation and Participation (CE 03)

Evidence Requests:

Evidence of Consultation

Inquiry letter to private schools regarding intent to participate

Dated notice of Elementary and Secondary Education Act (ESEA) eligibility to private schools in LEA and adjoining LEAs

Private School Affirmation

Title I program description for private school students



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LEA Plan and TA to PI Schools

- Monitoring the LEA Plan (CE 04*)
- LEA in PI, Revise LEA Plan (CE 05)
- LEA TA to PI Schools (CE 06)

Evidence Requests:

LEA Plan

LEA Plan Addendum

LEA Plan implementation and monitoring documents

Consultation records with parents, staff, and others for LEA Plan revision:
agendas/minutes, sign in

PI Year 3 End-of-Year Evidence of Progress report

Student academic assessment data and summary reports

SPSA

TA PD records – minutes/agendas/sign-in, training information



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SSC and the SPSA

- SSC composition and peer selection (CE 07*)
- SPSA (CE 08*)

Evidence Requests:

Records of SSC peer selections

SPSA

SSC minutes and sign-in sheets

SSC roster with membership categories

SPSA budget and expenditure reports

SSC evaluation of Compensatory Education (CE) program in the SPSA



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Parent Notices in Primary Languages

LEA Provides Notices in Parents' Primary Languages (CE 09)

Evidence Requests:

School and parent activity notices in English and other primary languages spoken by 15 percent or more of students enrolled in the school



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PI School Requirements

PI School Corrective Actions (CE 10*)

Every Student Succeeds Act (ESSA) 2016–17
Transition Plan and voluntary Alternative Supports
and Public School Choice Parent Notification

Template is available on the California Department of Education (CDE) Parental Notification Templates Web page at <http://www.cde.ca.gov/ta/ac/ti/parnotpi.asp>

Evidence Requests:

Parent and teacher notice and participation (PI Years 4 and 5)

School PI Year 3 Corrective Action Option(s), Year 4 Alternative Governance Plan, Year 5 progress

SPSA



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Title I Funds for Supplemental Language Instruction

Title I funds for Supplemental Language Instruction for EL students (CE 11)

Evidence Requests:

LEA Plan

LEA summary budget and expenditure reports for LEA Title I EL instruction

Notification to parents regarding EL students



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Disbursement of Funds Consistent with CARS

The LEA Disburses Funds Consistent with CARS (CE 12*)

Evidence Requests:

Comparability calculation forms and supporting data

Duty Statements/Job Descriptions

General Ledger

LEA summary budget and expenditures reports for all LEA
reservations and site allocations

Local board-approved policy and procedures for Title I, Part A
comparability requirements



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Supplement Not Supplant and Time Accounting

Supplement, not supplant with Title I, Part A funds (CE 12.5)

Time Accounting for charges to Title I, Part A (CE 12.6)

Evidence Requests:

Semiannual Certifications (if applicable)

Position Control Report for all Title I, Part A staff

School site summary budget and expenditure reports for Title I and Economic Impact Aid/State Compensatory Education (EIA/SCE) carryover (if any)

SPSA

Timesheets or equivalent documents



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Equipment Inventory

LEA Equipment Inventory (CE 13*)

Evidence Requests:

Equipment inventory records for district office and each reviewed school

Inventory physical check



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Other Fiscal Requirements

LEA In PI: Reservation for PD (CE 14)

Evidence Requests:

LEA Title I 10 percent required reservation for PI LEA PD activities, agendas and evaluations

LEA summary budget and expenditures reports for all Title I, Part A LEA reservations



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Other Fiscal Requirements (Cont.)

Private Schools: LEA Control of Funds (CE 15)

Early Childhood Development (Preschool)
(CE 16)

Evidence Requests:

LEA summary budget and expenditures reports for Title I, Part A services to private schools

Third-party provider contract, as applicable

Funding allocations for Title I private school services

Early Childhood Development Curriculum alignment with Head Start Program Performance Standards

ECE curriculum and lesson plan documentation

SPSA



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School Accountability Report Card (SARC)

LEA Posts SARC (CE 17)

Evidence Requests:

SARC for each school included in CE review

SARC hard copy availability notification

SARC LEA Web page Uniform Resource Locator (URL)



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Program Evaluation

- LEA Evaluates Effectiveness of Programs (CE 18*)
- SSC Annually Evaluates SPSA Services (CE 19*)

Evidence Requests:

LEA Title I program evaluation

PI Year 3 End-of-Year Evidence of Progress report

Record of dissemination of LEA Program Evaluation

Specific program modifications based on evaluation results

SPSA

SPSA evaluation reports and other evidence

SSC minutes and sign-in sheets



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Staffing and PD

Teacher Requirements (CE 20)

Paraprofessionals Meet Qualifications (CE 21)

School Resources for PD (CE 22)

TAS: Staff Duties Equivalent to Non-Title I Staff (CE 23)

Evidence Requests:

Certificated staff and credentials

Credentials of certificated staff supervising paraprofessionals

LEA qualification requirements for paraprofessionals

Title I paraprofessional staff qualifications

LEA Title I summary budget and expenditure reports for school level PD

PD activities, agendas, and evaluations

Third party provider contracts and invoices

Title I and Non-Title I staff duty assignments



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Opportunity and Access

Objective Criteria for Identifying Students in TAS and private schools (CE 24)

Evidence Requests:

LEA board policy establishing Title I student identification criteria



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Key Documents to Upload into the California Department of Education Monitoring Tool (CMT)

- LEA and school parental involvement policies and compacts (CE 01, CE 02)
- LEA Plan (CE 04, CE 05)
- SSC roster and peer selection documents (CE 07)
- SPSA (CE 08)
- LEA summary budget and expenditure reports (CE 12)
- LEA time accounting records (CE 12.6)
- LEA Title I program evaluation and SPSA evaluation documents, and SSC agendas and minutes (CE 18, CE 19)
- LEA Equipment Inventory (CE 13)



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Federal Program Monitoring (FPM) CE Review Preparation

- Involve all relevant LEA and school staff
- Review the specific legal requirements of each CE item
- Determine which CE items are applicable and not applicable to your LEA and schools
- Take action to address legal requirements
- Collect electronic forms of all associated and required documents
- Review collected documents to confirm whether or not all CE requirements are met



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Uploading and Managing Documents in CMT

- Upload required and suggested documents for Evidence Requests 30 days prior to the FPM review
- Provide specific titles and descriptions for each document uploaded
- Respond to CE reviewer requests for additional documents and notify CE reviewer when they have been uploaded



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Suggestions

Do

- Use specific titles and file names
- Provide file description
- Address all parts of CE items and sub-items
- Upload relevant documents only
- Respond to CE reviewer requests for additional documentation
- Send comments when uploading additional documents

Do not

- Use generic titles and file names
- Leave description blank
- Only address CE item title or first paragraph
- Upload documents in a “hit or miss” manner
- Ignore CE reviewer requests for additional documentation
- Upload additional documents without sending comments



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Compensatory Education

CE Instrument Overview and Items

Preparing for the FPM CE Review

Questions?